



**A MEETING OF ALCESTER TOWN COUNCIL FINANCE AND
GENERAL PURPOSES COMMITTEE WAS HELD ON
TUESDAY 31ST MAY 2022 AT 7.00pm
AT GLOBE HOUSE, PRIORY ROAD, ALCESTER**

Present

Cllr K Cargill (Mayor), Cllr V Blake (Deputy Mayor), Cllr G Forman, Cllr M Bowe and Cllr C Neal-Sturgess.

In attendance Mrs V Lowe, Town Clerk

PUBLIC PARTICIPATION

None

1. Apologies

There were no apologies – all Councillors present.

2. Declarations of Interest

There were no declarations of interest on agenda items.

3. Minutes of Previous Meetings

The minutes of the final Presidium meeting had been signed at Full Council.

4. Matters arising (not otherwise dealt with on the Agenda)

The Town Clerk reported that the play equipment for Moorfields has been ordered following Full Council approval but has a 10 week delay on installation.

5. Terms of Reference

The new Terms of Reference were discussed and approved with some amendments. There will be a proposition to Full Council to approve them.

6. Staffing Issues

- a. The Town Clerk was authorised to employ Samantha Hands as Deputy Crafty Lunch Club leader for a period of 12 months in line with the Social Impact Fund grant application. All costs of this employment are covered by the grant.
- b. Tim Forman has attended playground inspection training course and legionella training.
- c. The Crafty Lunch club staff and volunteers have attended first aid and safeguarding training.

7. Finance Issues

- a. The monthly management accounts which had been circulated in advance were approved.
- b. The Town Clerk confirmed that RBS Rialtas had undertaken the year end close down procedure on the accounting software.
- c. The EMR adjustments agreed at Presidium in April were made.
- d. The first instalment of the precept was paid on 28th April 2022.
- e. The community grants were paid out after they were announced at Mayor Making.
- f. The PWLB loan of £99,965 was drawn down on 4th May 2022 (£100,000 less the administration fee).
- g. There is starting to be significant expenditure on the Greig Hall with a first staged payment of £57,597.63 plus VAT for the heating system paid on 30th May 2022. There was also expenditure this month on insulation, lighting and joinery.
- h. The Town Clerk confirmed that the Town Council's insurance was due for renewal via BHIB on 12th June.

8. Internal Audit

The Internal Auditor's report was considered. It was noted that there was a minor recommendation to review the rebuilding cost of the EPCC for insurance purposes. The Town Clerk will deal with this as part of the insurance renewal.

9. Investment Strategy

The updated Investment Strategy drafted by the Town Clerk and circulated in advance was approved as drawn. It was agreed that, in view of rising interest rates, the strategy would be reviewed quarterly with the next review being in October 2022.

10. Hardship Funding

The Town Clerk reported that she anticipated that the Council would encounter hardship cases amongst residents over the next months. She reported that individuals sometimes arrive at the office in need of financial support and although they are always referred to other agencies, there had been particular instances where support was required urgently.

She proposed that the scheme to issue supermarket vouchers in appropriate cases (as was done during the first Covid lockdown) using the funds held in the ear marked reserve for community resilience was resurrected.

This was agreed. It was agreed that these funds would be renamed "ATC Hardship Fund" and that the Town Clerk would prepare an appropriate form to use with the scheme requiring a Councillor, ATC staff member or partner organisation (Citizens Advice/WCC) to check circumstances before issuing a voucher.

It was agreed that there would be a proposition to Full Council to authorise the Town Clerk to purchase £1000 vouchers.

11. Format of Full Council agendas

The Town Clerk was thanked for her improvements to the agenda format for the forthcoming Council meeting with web enabled links for supporting reports. The Town Clerk explained that the timing had been difficult for the June Full Council meeting (due to the two bank holidays) but in later months she hoped to have more documentation linked in this way.

12. Propositions to Full Council

There are propositions to Full Council as referred to in items 5 and 10.

The meeting was then closed by the Mayor.